

## ***CBP: Securing America's Borders***

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. For more information about CBP's mission, activities, and careers, please visit our website at: <http://www.cbp.gov>.

**Who May Apply:** Current Federal employees with competitive status. Current and former federal employees who meet the established criteria in an Office of Personnel Management Interchange Agreement. Veterans who are preference eligibles or who have been separated under honorable conditions after 3 years or more of continuous service will receive consideration under the Veterans Employment Opportunity Act (VEOA). Individuals who are eligible under a Special Appointing Authority. Please see the "Special Appointing Authority" paragraph in the Requirements Section of this vacancy announcement.

**Organizational Location:** This position is located within U.S. Customs and Border Protection, Office of Air and Marine, Hammond, LA. Relocation expenses ***will not*** be paid.

Relocation Authorized: No

You must be a U.S. citizen to apply for this position.

Successful completion of a background investigation and/or polygraph exam.

You will be subject to random and periodic drug testing.

Successful completion of FLETC training.

You are required to carry a firearm and wear an officially approved uniform

You must meet job-related medical and/or fitness standards.

- Serving as the primary law enforcement officer on Air and Marine interdiction aircraft, initiating and controlling law enforcement activities at the scene
- Examining physical evidence such as aircraft structural modifications and damage, analyzing flight plans and ownership records and using technical aids such as an aviation transponder
- Evaluating collected facts and information about those engaged in the smuggling of contraband and controlled substances in order to produce intelligence that will help identify interdiction targets and changes in aviation smuggling patterns
- Writing concise, in-depth narrative reports regarding actions and judgments made to assist government prosecutors in civil and criminal cases against suspected violators of U.S. laws and customs.

**GS-7:** To qualify at the GS-7 level, you must have one (1) year of specialized experience such as assisting in collecting and processing of evidence and interviewing violators and witnesses; assisting in apprehending suspected smugglers and in the seizure of vehicles, aircraft or marine vessels transporting contraband; helping to generate information utilizing law enforcement techniques; assisting in establishing and maintaining productive relationships with other law enforcement personnel; helping to write reports to assist in cases against suspected violators of U.S. Law and DHS regulations; assisting in aerial interdiction during surveillance operations.

**GS-9:** To qualify at the GS-9 level, you must have one (1) year of specialized experience such as assisting in collecting and processing of evidence and interviewing violators and witnesses; assisting in apprehending suspected smugglers and in the seizure of vehicles, aircraft or marine vessels transporting contraband; helping to generate information utilizing law enforcement techniques; assisting in establishing and maintaining productive relationships with other law enforcement personnel; helping to write reports to assist in cases against suspected violators of U.S. Law and DHS regulations;

assisting in aerial interdiction during surveillance operations; serving as a member of an air mobile apprehension team made up of local and federal agency law enforcement officials; participating in coordinated activities such as specific area searches, warrant serving, and raids into areas where smuggling organizations are operating.

**GS-11:** To qualify at the GS-11 level, you must have one (1) year of specialized experience such as serving as the primary law enforcement officer on DHS interdiction aircraft; initiating and controlling law enforcement activities at the scene until suspects and/or property can be turned over to appropriate enforcement representatives; collecting and processing evidence and interviewing violators and witnesses to collect additional information and/or evidence against those arrested; reviewing documentary evidence; consulting law enforcement computer databases, analyzing flight plans, and developing and utilizing informants to generate information.

**GS-12:** To qualify at the GS-12 level, you must have one (1) year of specialized experience such as serving as the primary law enforcement officer on DHS interdiction aircraft; initiating and controlling law enforcement activities at the scene until suspects and/or property can be turned over to appropriate enforcement representatives; planning the production and collection of facts and information about those engaged in the smuggling of contraband and controlled substances into and out of the United States, then evaluating the facts and information to produce intelligence that will help identify the interdiction targets and changes in aviation smuggling patterns within the organization's area of responsibility; writing concise, in-depth narrative reports regarding actions and judgments made to assist government prosecutors in civil and criminal cases against suspected violators of U.S. laws and customs.

Experience and education qualifications for this position are in the Office of Personnel Management's Operating Manual. Please click on the link below for the Qualification Standards.

<http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp>

For further information concerning superior academic achievement and related qualification standards, please see:

<http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp>

For further information on combining education and experience to meet qualifications, please see:

<http://www.opm.gov/qualifications/policy/ApplicationOfStds-05.asp>

By 11:59 p.m. Eastern Standard Time on the closing date of this announcement, you must: >Meet all qualification requirements, including education and any selective placement factors. Qualifications claims will be subject to verification which could occur at any stage of the application process. >Meet all applicable Time in Grade requirements, and >Submit your resume, your online questionnaire, and any supporting documents.

**Residency:** If you are not currently a CBP employee, you must meet one or more of the following primary residency criteria for the last three years prior to applying to this announcement: >Resided in the United States or its protectorate or territories (excluding short trips abroad, such as vacations); >Worked for the United States government as an employee overseas in a federal or military capacity; or >Been a dependant of a United States federal or military employee serving overseas.

Exceptions may be granted if you provide complete state-side coverage information such as the state-side address of the professor in charge of the "Study Abroad" program, the church records for your overseas church mission, and/or state-side addresses of anyone who worked or studied with you overseas. You must provide information and related documentation at the time of application.

**Special Appointing Authority:** At the discretion of the hiring official, referral lists may be issued for applicants eligible to be appointed under a Special Appointing Authority. You must provide documentation supporting your eligibility prior to the closing date of this announcement (please see "Required Documents"). If you have any questions regarding your eligibility, please contact the Human Resources Specialist listed at the end of this vacancy announcement.

**Age Requirement:** Provisions of Public Law 93-950 and 100-238 allow the imposition of a maximum age for initial appointment to a Primary law enforcement position with the Department of Homeland Security. Candidates must be referred for selection before reaching their 37<sup>th</sup> birthday. Creditable service covered by Title 5 U.S.C. 8336(c), Title 5 U.S.C 8412(d) or creditable service on or after July 6, 2008 covered by Public Law 110-161 may be applied toward the maximum age requirement. This age restriction may not apply if you are currently serving in a federal civilian (not military) law enforcement position covered by Title 5 U.S.C. 8336(c) or Title 5 U.S.C. 8412(d). The age restriction does not apply if you are a Veteran's preference eligible.

**Law Enforcement Retirement:** This position meets the eligibility criteria for law enforcement retirement under both the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). Employees covered by either retirement system who reach age 50 or over with at least 20 years of service as a law enforcement officer are qualified for law enforcement retirement. In addition, employees covered by FERS (all new hires to the federal government) of any age with at least 25 years of service as a law enforcement officer are qualified for law enforcement retirement. Finally, employees who reach age 57, with at least 20 years of service as a law enforcement officer, may be subject to mandatory retirement.

**Security Clearance:** This position requires a security clearance. If selected for this position, you must be able to obtain and maintain a minimum of a Secret Clearance.

**Motor Vehicle Operation:** You must possess a current, valid state driver's license at the time of appointment.

**Travel:** Overnight travel may be required on a regular and recurring basis.

**Mobility:** Mobility is a major factor in this occupation and you must sign a mobility agreement. Occupants of this position are regularly reassigned to new locations for the good of the service with little advance notice. You must be willing to comply with these requirements.

**Administratively Uncontrollable Overtime (AUO):** If selected, you will be required to work on an unscheduled basis in excess of the 40-hour workweek. You must be readily accessible to perform this unscheduled work. To ensure your availability, you will receive extra compensation in the form of Administratively Uncontrollable Overtime.

You will be evaluated based on your resume, transcripts (if applicable) and the responses to the online questionnaire. You will receive a score ranging from 70-100 based on your responses.

Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information.

You are not required to submit official documentation as part of your application package; an unofficial version will be accepted during the application process. However, if selected, you must provide the required official documentation prior to appointment. If any part of your application is not received, it will be evaluated solely on the information available.

If you are unable to upload your information, you may fax it in. Please complete the cover page located at <http://staffing.opm.gov/pdf/usascover.pdf> using vacancy announcement 423534. Please provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. The fax number is **1-478-757-3144**. If you previously uploaded documents into Application Manager, you do not need to fax those same documents.

**Applications and supporting documentation will not be accepted by mail or email.** The address below is for inquiries only. If you are unable to apply online, please contact the Human Resources Specialist listed at the end of this vacancy announcement at least one day prior to the closing date for further instructions. You may apply more than once, but the most recent application will be used.

- **Resume:** A resume is required and must be in English. It must contain your full name, address, phone number, the last four digits of your Social Security Number, a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your work schedule and salary.
- **SF-50B, Notification of Personnel Action:** With the exception of current CBP employees, ALL CURRENT AND FORMER FEDERAL EMPLOYEES MUST SUBMIT A COPY OF THEIR SF-50B (Notification of Personnel Action) showing competitive status: Tenure 1 or 2 in Block 24 and Position Occupied 1 in Block 34. The SF-50B should also reflect the highest grade held on a permanent basis or the full performance level of your current position, whichever is higher.

- **Transcripts** are required if basing any part of your qualifications on education. Education must be from an institution accredited by an agency recognized by the U.S. Department of Education. Education obtained from a foreign university or college is not creditable unless it has been evaluated by an organization that specializes in interpretation of education credentials. For a listing of accrediting agencies, please see <http://www.naces.org/members.htm>.
- **CTAP/ICTAP eligibility:** If you have never worked for the federal government, you are not ICTAP/CTAP eligible. Information about ICTAP or CTAP eligibility is on the OPM's Career Transition Resources website at <http://www.opm.gov/ctap.index.asp>. To be considered well qualified under ICTAP/CTAP, you must earn a score of 85 or above on the rating criteria developed for this position. You must submit a separation notice; SF-50B, an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

If you are applying under a special veteran appointing authority, you must submit the following: >VRA eligible or 30% disabled veteran: DD 214 (Member Copy 4); VA Disability Award letter dated 1991 or later (if your eligibility is based on disability) >VEOA eligible: you must submit your DD 214 (Member Copy 4). >Current federal employees applying under the VEOA authority must submit a qualifying SF-50B to show they meet time-in-grade requirements. >For more information about veterans appointing authorities, please follow this link:

<http://www.fedshirevets.gov/job/veterans.aspx>. Please upload veterans documents under miscellaneous documents. **Veterans' preference points are not applicable to Merit Promotion announcements; therefore, veterans documentation is requested only to verify eligibility.**

If you are a military spouse eligible for appointment under Executive Order 13473, please follow this link for information on documents you must submit:

<http://www.fedshirevets.gov/job/shams/index.aspx>. If you are a military spouse eligible for appointment under another non-competitive hiring authority, please submit the appropriate documentation for that authority.

If you are applying under Schedule A, Appointment of Individuals with a Covered Disability, please follow this link for information on documents you must submit:

<http://www.opm.gov/disability/PeopleWithDisabilities.asp>

If you are requesting consideration under a miscellaneous authority regulated or not regulated by OPM, you must submit an SF-50B (Notice of Personnel Action) or other appropriate documentation. For more information on these authorities and the

documents required, please follow this link:

[http://www.opm.gov/hr\\_practitioners/lawsregulations/appointingauthorities/](http://www.opm.gov/hr_practitioners/lawsregulations/appointingauthorities/)

Individuals requesting consideration under an authority not listed above should submit the name/title, legal cite of the authority, and any requirements indicated in the authority.

**It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume, veterans documentation, assessment questions and answers, and SF-50B's) is received and is accurate.** Human Resources will not modify or change any part of your application. If a document is not in a legible format, you will not be able to view it in Application Manager and you must again upload or fax the documentation by the closing date.

After the closing date of the announcement, we will review all applications and the most highly qualified candidates will be referred to the hiring official for further consideration. You will be notified initially when your application packet is received. You will receive a second notification stating if you were found qualified or not qualified. You will receive a third notification if you are referred to the hiring official for consideration. If you are referred, you will receive a final notification of the disposition of the vacancy.

DHS offers competitive starting salaries and an attractive benefits package, including: health insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, life and long-term care insurance, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to [www.dhs.gov/careers](http://www.dhs.gov/careers) and select Benefits.

**Promotion Potential:** There is no obligation to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

CBP requires participation in Direct Deposit/Electronic Funds Transfer for salary payments.

CBP uses E-Verify to validate all newly hired applicants' ability to work legally in the United States. To learn more about E-Verify, please follow this link:

<http://www.uscis.gov/files/nativedocuments/e-ver-employee-rights.pdf>.

